



Goresbrook School

Goresbrook School Gifts Policy

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Date policy began	September 2023	Review Period	Annually
Date of last review	October 2024	Review Period	2 years
Date of next review	September 2026	Owner	Business Manager
Type of Policy	Statutory	Approval	LGB



Scope

The policy and procedure set out in this document applies to all staff employed by Goresbrook School, part of United Learning Trust and is in addition to the United Learning Business Interests, Gifts and Hospitality Policy.

Giving of gifts or rewards by the School

Flowers and gifts of a token nature, including but not restricted to chocolate's, gift vouchers etc, will be sent in the event of life and death events for employees only. This is capped at £45.00.

Annually and/or termly, the school may decide to issue staff with gifts such as chocolate and other confectionaries to mark a significant event i.e. birthday.

Recognition vouchers

For recognition of other actions such as going significantly above and beyond the call of duty, the Principal can authorise that a gift voucher is issued to the employee, this will be of a token value up to £50 and should only take place in exceptional circumstances.

Employee event

The School will organise a Christmas party at a local venue which will be subsidised by up to £30 per annum, per person and this event will be open to all school employees. This value will be assessed annually.

Rationale

The items noted above for employees are all deemed to contribute towards staff wellbeing, to improve the culture within the School, and a display of compassion and recognition towards employees. The value of any gift must be reasonable, good value and contribute to the success of the School.